

STAFF SERVICES MANAGEMENT AUDITOR

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: February 2007

Collective Bargaining Identification: R01

Job Analysis Conducted By: Julie Amaro, Staff Services Analyst
Selection Services Section

Number of Incumbents: There are 21 incumbents in this classification per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated March 27, 2007.

Names of the Subject Matter Expert(s) and their background:

Patricia Weatherspoon, Senior Management Auditor, Office of Audits and Compliance

Ms. Weatherspoon is a Senior Management Auditor in the Office of Audits and Compliance. She has been in this position for eight years and prior to this she worked as a Staff Management Auditor, Associate Management Auditor and a Staff Services Management Auditor. She has been with the department for 13 years.

Francis Cailles, Staff Management Auditor, Office of Audits and Compliance

Mr. Cailles is a Staff Management Auditor in the Office of Audits and Compliance. He has been in this position for approximately 8 months and prior to this, was employed as an Associate Management Auditor and a Staff Services Management Auditor. He has been with the department for 12 years.

Rowena Dorsey, Associate Management Auditor, Office of Audits and Compliance

Ms. Dorsey is an Associate Management Auditor in the Office of Audits and Compliance. She has been in this position for a year and a half and prior to this, was employed as a Staff Services Management Auditor for four years.

Sue Lupinetti, Staff Services Management Auditor, Office of Audits and Compliance

Ms. Lupinetti is currently a Staff Services Management Auditor in the Office of Audits and Compliance. She has been in this position with the department for approximately 7 months.

STAFF SERVICES MANAGEMENT AUDITOR INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Class Specification
- Consultation with Subject Matter Experts